



engineering
new zealand
te ao rangahau

POSITION DESCRIPTION

COMPETENCE ASSESSMENT

ADVISOR

ABOUT US | MŌ MĀTOU

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in Kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat. Engineers are awesome, and we want everyone to know.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders.

As a membership organisation and the Registration Authority for chartered professional engineers, we represent around 24,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change. We're also unashamedly proud to shout their engineering genius from the rooftops.

ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

The Competence Assessment Advisor provides high quality support and advice to those participating in the competence assessment process which underpins entry to Engineering New Zealand membership classes and reassessment. This role also contributes to supporting and encouraging all engineers, Emerging Professionals and Members in particular, to gain recognition through the Engineering New Zealand competence assessment process.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Assessment support

- Provide appropriate guidance and advice to candidates and assessors who are engaging with the assessment process in accordance with the rules, regulations and guidelines established by Statute, Engineering New Zealand and the Competency Assessment Board.
- Respond to queries from prospective applicants on the application process, and from candidates regarding the status of assessments.

- Validate assessments submitted by candidates in an efficient and timely manner providing necessary feedback to improve the overall quality of the portfolio.
- Assign appropriate assessors to be on assessment panels as outlined in the rules and regulations.

Quality assurance

- Assess the quality of reports from panels before their submission to the Competency Assessment Board
- Recommend improvements to the assessment process and reporting.

Relationship management

- Develop and maintain relationships with key stakeholders, including industry representatives, assessors, CAB and Engineering New Zealand members.
- Provide support and understanding of Engineering New Zealand assessment processes to colleagues.
- Participate in presenting seminars and workshops related to the competence assessment process and support services provided to assist candidates with their application.
- Represent Engineering New Zealand at forums, branch meetings and engagements with external stakeholders.
- Providing support to the Registrar and Competency Assessment Board.

Other

- Work collaboratively with colleagues across all of the Engineering New Zealand teams.
- Embody the Engineering New Zealand values of integrity, service, mahi tahi, and bravery.
- Ensure you adhere to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensure your own wellness, health and safety within the workplaces, as well as that of colleagues.
- Participate in other tasks, projects and activities as required.

SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA

- Relevant tertiary qualification or proven equivalent experience.
- Previous work experience in a service-based role within a professional organisation.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

General skills/experience

- A high level of organisational and administrative skills with accuracy and an attention to detail.
- A strong customer focus with an ability to work with a wide range of people.
- Excellent oral communication skills including a good phone manner and the ability to talk to people face to face in a group situation.
- Strong judgement and decision-making skills and the ability to apply them effectively under pressure.
- Strong plain English writing skills.
- A high level of initiative and energy to get the job done.
- A familiarity with the Microsoft suite of publications including: Word, Excel, PowerPoint and Outlook; and the ability to pick up new computer programs as required.

- An ability to cope under pressure and manage own time in the face of competing priorities.
- An ability to work unsupervised.
- A team person who helps others achieve their goals and shares information.

Personality/attitude

- Fosters respect among peers, team members and external audiences.
- Resilient and composed under pressure.
- Patient and systemic.
- Self-starter.
- Flexible and willing to pitch in with other team tasks.
- Can-do attitude and sense of humour.